

Introduced by:	Ribbens at the Request of the Borough Clerk
Date:	01/21/25
Action:	Adopted
Vote:	7 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2025-009**

**A RESOLUTION APPROVING A QUARTERLY UPDATE TO THE
BOROUGH RETENTION SCHEDULE**

WHEREAS, sound administrative practices require the borough to keep the retention schedule updated and current; and

WHEREAS, KPB 2.52.030(F) provides for the review and quarterly update of the retention schedule; and

WHEREAS, the records manager continues to address inconsistencies and updates throughout the schedule;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The revisions to the Kenai Peninsula Borough Records Retention Schedule, as shown in the accompanying revision requests, amend the schedule in an effort to meet current business practices as well as state and federal laws.

SECTION 2. That the accompanying revision requests are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

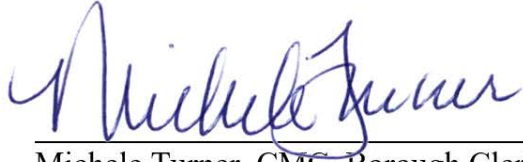
SECTION 3. This resolution is effective immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF JANUARY, 2025.

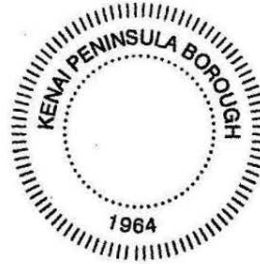


Peter Ribbens, Assembly President

ATTEST:



Michele Turner, CMC, Borough Clerk



Yes: Cooper, Cox, Dunne, Ecklund, Johnson, Tunseth, Ribbens
No: None
Absent: Baisden

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center;"><u>RDS.MTN.08</u></div>
Years Retained: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> 1 Office</div><div><input type="checkbox"/> 2 Record Center</div><div><input type="checkbox"/> 3 Total</div></div>	Media: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (A) Audio Tapes</div><div><input checked="" type="checkbox"/> (P) Paper</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (V) Video Tapes</div><div><input type="checkbox"/> (F) Film</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (M) Microfiche</div><div><input type="checkbox"/> (E) Electronic</div></div>
Department of Record: <div style="text-align: center;"><u>Road Service Area</u></div>	Record Title: <div style="text-align: center;"><u>Abandoned Vehicles</u></div>
Description: <u>Citations, returned certified mail, files of vehicle owners, Alaska Court System documents, pre-date ordinance documents.</u>	
Requested by: <u>Elaine Agosti, Roads Admin Assistant</u> Date: <u>01/03/2025</u>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center;"><u>Scott Griebel, Roads Director</u> <small>(Print Name)</small></div>
Comments:	
Signature: <u>Approved via email</u> Date: <u>1/09/25</u> <u>(N/A)</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center;"><u>Sean Kelley</u> <small>(Print Name)</small></div>
Comments:	
Signature: <u>[Signature]</u> Date: <u>1-10-25</u>	
RECORDS MANAGEMENT USE ONLY	
<input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly	<input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed
Comments:	Records Manager: <div style="text-align: center;"><u>Robin Horne</u> <small>(Print Name)</small></div>
Signature: _____ Date: _____	

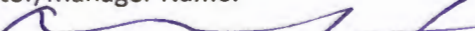

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">RDS.MTN.09</div>						
Years Retained: <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">C+2</div>Office</div><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">8</div>Record Center</div><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">10</div>Total</div></div>	Media: <table style="width: 100%;"><tr><td style="width: 33%;"><input type="checkbox"/> (A) Audio Tapes</td><td style="width: 33%;"><input checked="" type="checkbox"/> (P) Paper</td></tr><tr><td><input type="checkbox"/> (V) Video Tapes</td><td><input type="checkbox"/> (F) Film</td></tr><tr><td><input type="checkbox"/> (M) Microfiche</td><td><input type="checkbox"/> (E) Electronic</td></tr></table>	<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper	<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film	<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic
<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper						
<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film						
<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic						
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Road Service Area</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Minor Offense Citations – Litigation Case Files</div>						
Description: <u>Minor offense violations for abandoned vehicles and parking violations. Including citations, backup documents, judgments, fine payment records and road inspectors original citation books</u> <u>C = when file is closed.</u>							
Requested by: <u>Elaine Agosti, Roads Admin Assistant</u> Date: <u>01/03/2025</u>							
DEPARTMENT DIRECTOR/MANAGER USE ONLY							
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Scott Griebel, Roads Director</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>							
Signature: <u>Approved via email</u> Date: <u>1/09/25 (N/A)</u>							
BOROUGH ATTORNEY USE ONLY							
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Sean Kelley</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>							
Signature: <u>[Signature]</u> Date: <u>1-10-25</u>							
RECORDS MANAGEMENT USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Resolution Number Date Approved by Assembly</div></div>	<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Records Management Software Updated Revised Retention Schedule Distributed</div></div>						
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Robin Horne</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
Signature: _____ Date: _____							

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes <u>X</u> No (If no, provide record series number you wish to revise)	Record Series Number: <u>ACC</u> <u>FIN.ADM.10</u>
Years Retained: <u>[1] 4</u> Office <u>[3]</u> Record Center <u>4</u> Total	Media: <u> </u> (A) Audio Tapes <u>[X]</u> (P) Paper <u> </u> (V) Video Tapes <u> </u> (F) Film <u> </u> (M) Microfiche <u><u>X</u></u> (E) Electronic
Department of Record: <u>Finance Department</u>	Record Title: <u>Accounts Payable Warrants & Backup</u>
Description: Warrants, invoices, purchase orders, miscellaneous back up.	
Requested by: Michele Turner, Borough Clerk	Date:

DEPARTMENT DIRECTOR/MANAGER USE ONLY

<input checked="checked" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <u></u> 12/19/24 (Print Name) <u>BRANDI HARBAUGH</u>
Comments:	
Signature: <u></u>	Date: <u>12/19/24</u>



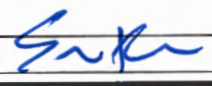
BOROUGH ATTORNEY USE ONLY

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention </div> <div style="width: 50%; text-align: center;"> Borough Attorney: (Print Name) </div> </div>	
Comments:	
Signature:	Date: <u>1-10-25</u>

RECORDS MANAGEMENT USE ONLY

_____ Resolution Number	_____ Records Management Software Updated
_____ Date Approved by Assembly	_____ Revised Retention Schedule Distributed
Comments: Updating media type from paper record to electronic record. Archived electronically in Content Manager.	Records Manager: Robin Horne (Print Name)
Signature: _____	Date: _____

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center;"><u>RSK.ADM.39</u></div>						
Years Retained: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Office <input type="checkbox"/> Record Center <input checked="" type="checkbox"/> Total</div><div></div></div>	Media: <table style="width: 100%;"><tr><td><input type="checkbox"/> (A) Audio Tapes</td><td><input type="checkbox"/> (P) Paper</td></tr><tr><td><input type="checkbox"/> (V) Video Tapes</td><td><input type="checkbox"/> (F) Film</td></tr><tr><td><input type="checkbox"/> (M) Microfiche</td><td><input checked="" type="checkbox"/> (E) Electronic</td></tr></table>	<input type="checkbox"/> (A) Audio Tapes	<input type="checkbox"/> (P) Paper	<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film	<input type="checkbox"/> (M) Microfiche	<input checked="" type="checkbox"/> (E) Electronic
<input type="checkbox"/> (A) Audio Tapes	<input type="checkbox"/> (P) Paper						
<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film						
<input type="checkbox"/> (M) Microfiche	<input checked="" type="checkbox"/> (E) Electronic						
Department of Record: <div style="text-align: center;"><u>[INFORMATION TECHNOLOGY] Risk Management</u></div>	Record Title: <div style="text-align: center;"><u>Video Security System (VSS) Recordings</u></div>						
Description: Consists of Video Security Systems (VSS) recordings created to monitor activities occurring both inside and outside of KPB facilities. C = Up to thirty (30) days depending on system resources unless a recording segment is retained for legal or claim matters in accordance with another record series.							
Requested by: <u>Ben Hanson, IT Director</u> Date: <u>01/03/25</u>							
DEPARTMENT DIRECTOR/MANAGER USE ONLY							
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <u>Ben Hanson, IT Director & Sovala Kisenä, Risk Manager</u> <small>(Print Name)</small>						
Department Comments: <div style="display: flex; justify-content: space-between;"><div>IT Signature: </div><div>Date: <u>01/09/2025</u></div></div> <div style="display: flex; justify-content: space-between;"><div>Risk Signature: </div><div>Date: <u>01/09/2025</u></div></div>							
BOROUGH ATTORNEY USE ONLY							
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <u>Sean Kelley</u> <small>(Print Name)</small>						
Comments: <div style="display: flex; justify-content: space-between;"><div>Signature: </div><div>Date: <u>1-10-25</u></div></div>							
RECORDS MANAGEMENT USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Resolution Number <input type="checkbox"/> Date Approved by Assembly</div><div><input type="checkbox"/> Records Management Software Updated <input type="checkbox"/> Revised Retention Schedule Distributed</div></div>	Records Manager: <div style="text-align: center;"><u>Robin Horne</u> <small>(Print Name)</small></div>						
Comments: Moving "Security Recordings" from IT to Risk Management.							
Signature: _____ Date: _____							

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)</div></div>	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">ASG.ADM.07</div>						
Years Retained: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Office</div><div><input type="checkbox"/> Record Center</div><div><input checked="" type="checkbox"/> PERM Total</div></div>	Media: <table style="width: 100%;"><tr><td><input type="checkbox"/> (A) Audio Tapes</td><td><input checked="" type="checkbox"/> (P) Paper</td></tr><tr><td><input type="checkbox"/> (V) Video Tapes</td><td><input type="checkbox"/> (F) Film</td></tr><tr><td><input type="checkbox"/> (M) Microfiche</td><td><input type="checkbox"/> (E) Electronic</td></tr></table>	<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper	<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film	<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic
<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper						
<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film						
<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic						
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Assessing</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Property Cards</div>						
Description: Records and photos* listing improvements, statistics and value of parcels on Land, Residential and Commercial. <u>*Note: Most current 10 years are retained.</u>							
Requested by: Adeena Wilcox, Borough Assessor Date: _____							
DEPARTMENT DIRECTOR/MANAGER USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Departmental needs are met)</div><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div></div>	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Adeena Wilcox</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
Comments:							
<div style="display: flex; justify-content: space-between;"><div>Signature: </div><div>Date: 12-18-24</div></div>							
BOROUGH ATTORNEY USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Legal needs are met)</div><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div></div>	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">S. K.</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
Comments:							
<div style="display: flex; justify-content: space-between;"><div>Signature: _____</div><div>Date: _____</div></div>							
RECORDS MANAGEMENT USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Resolution Number</div><div><input type="checkbox"/> Records Management Software Updated</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Date Approved by Assembly</div><div><input type="checkbox"/> Revised Retention Schedule Distributed</div></div>	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Robin Horne</div> <div style="text-align: center; font-size: small;">(Print Name)</div>						
<div style="display: flex; justify-content: space-between;"><div>Comments:</div><div>Signature: _____</div></div>							
<div style="display: flex; justify-content: space-between;"><div>Signature: _____</div><div>Date: _____</div></div>							

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)</div></div>	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">ASG.ADM.14</div>
Years Retained: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> 2 Office</div><div><input checked="" type="checkbox"/> 3 Record Center</div><div><input checked="" type="checkbox"/> 5 Total</div></div>	Media: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (A) Audio Tapes</div><div><input checked="" type="checkbox"/> (P) Paper</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (V) Video Tapes</div><div><input type="checkbox"/> (F) Film</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> (M) Microfiche</div><div><input type="checkbox"/> (E) Electronic</div></div>
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Assessing</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Property Cards – Portable Structures</div>
Description: Property record cards and photos* detailing improvements and values for non-land assessed real property, collected as personal property according to KPB 5.12.060 (example: mobile homes) <u>*Most current 10 years are retained.</u>	
Requested by: Adeena Wilcox, Borough Assessor Date: _____	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Departmental needs are met)</div><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div></div>	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Adeena Wilcox <small>(Print Name)</small></div>
Comments: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px;"></div>	
Signature: <u>Adeena Wilcox</u> Date: <u>12-18-24</u>	
BOROUGH ATTORNEY USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Legal needs are met)</div><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div></div>	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Sean Keller <small>(Print Name)</small></div>
Comments: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px;"></div>	
Signature: <u>SK</u> Date: <u>1-13-25</u>	
RECORDS MANAGEMENT USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Resolution Number</div><div><input type="checkbox"/> Records Management Software Updated</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Date Approved by Assembly</div><div><input type="checkbox"/> Revised Retention Schedule Distributed</div></div>	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Robin Horne <small>(Print Name)</small></div>
Comments: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px;"></div>	
Signature: _____ Date: _____	

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <div style="display: flex; justify-content: space-between;"><div><u> </u> Yes</div><div>Record Series Number: <u>CLK.ADM.08</u></div></div> <div style="display: flex; justify-content: space-between;"><div><u>X</u> No (If no, provide record series number you wish to revise)</div><div></div></div>	
Years Retained: <div style="display: flex; justify-content: space-between;"><div><u> </u> C Office</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div><u>[1]</u> Record Center</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> C Total</div><div></div></div>	Media: <div style="display: flex; justify-content: space-between;"><div><u> </u> (A) Audio Tapes</div><div><u>[X]</u> (P) Paper</div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> (V) Video Tapes</div><div><u> </u> (F) Film</div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> (M) Microfiche</div><div><u>X</u> (E) Electronic</div></div>
Department of Record: <u>Clerk's Office</u>	Record Title: <u>Public Records Requests – Non-Confidential</u>
Description: Written requests for non-confidential public records, relative correspondence and copies of the records produced. Written requests for confidential records, routing/assignment to the appropriate department(s) and their completion of request. Copies of relative correspondence and records produced for confidential requests are kept with the responding department, see PER.ADM.22 and SAB.FES.13. C = [KEEP CURRENT YEAR IN OFFICE] <u>Current and previous calendar year retained.</u>	
Requested by: <u>Michele Turner, Borough Clerk</u> Date: _____	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><u>✓</u> Approved (Departmental needs are met)</div><div>Director/Manager Name: <u>Michele Turner</u></div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div><div>(Print Name)</div></div>	
Comments: <div style="display: flex; justify-content: space-between;"><div>Signature: <u>Michele Turner</u></div><div>Date: <u>12/19/2024</u></div></div>	
BOROUGH ATTORNEY USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><u>✓</u> Approved (Legal needs are met)</div><div>Borough Attorney: <u>Sean Kelley</u></div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div><div>(Print Name)</div></div>	
Comments: <div style="display: flex; justify-content: space-between;"><div>Signature: <u>SK</u></div><div>Date: <u>1-13-25</u></div></div>	
RECORDS MANAGEMENT USE ONLY	
<div style="display: flex; justify-content: space-between;"><div><u> </u> Resolution Number</div><div><u> </u> Records Management Software Updated</div></div> <div style="display: flex; justify-content: space-between;"><div><u> </u> Date Approved by Assembly</div><div><u> </u> Revised Retention Schedule Distributed</div></div>	
Comments:	Records Manager: <u>Robin Horne</u> <small>(Print Name)</small>
Signature: _____ Date: _____	

**KPB RECORDS RETENTION SCHEDULE
REVISION REQUEST**

Is request for a New Record Series Number? <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)</div></div>	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">ASG.ADM.33</div>						
Years Retained: <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">C</div>Office</div><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">5</div>Record Center</div></div> <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 50px; text-align: center;">[PERM]5</div>Total</div></div>	Media: <table style="width: 100%;"><tr><td><input type="checkbox"/> (A) Audio Tapes</td><td><input checked="" type="checkbox"/> (P) Paper</td></tr><tr><td><input type="checkbox"/> (V) Video Tapes</td><td><input type="checkbox"/> (F) Film</td></tr><tr><td><input type="checkbox"/> (M) Microfiche</td><td><input type="checkbox"/> (E) Electronic</td></tr></table>	<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper	<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film	<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic
<input type="checkbox"/> (A) Audio Tapes	<input checked="" type="checkbox"/> (P) Paper						
<input type="checkbox"/> (V) Video Tapes	<input type="checkbox"/> (F) Film						
<input type="checkbox"/> (M) Microfiche	<input type="checkbox"/> (E) Electronic						
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Assessing</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Real and Personal Property - Exemptions</div>						
Description: Real property exemption forms for residents, volunteer firefighters/emergency medical service (EMS), seniors, veterans and disabled persons, religious, charitable, community purpose, armed forces, economic development, cemetery, low-income housing tax credit, fire control system, hospital, farm deferment, and conservation easement. Also includes Kenai River Habitat Tax Credit. C = Until expiration of exemption							
Requested by: Adeena Wilcox, Borough Assessor Date: _____							
DEPARTMENT DIRECTOR/MANAGER USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Approved (Departmental needs are met)</div><div>Director/Manager Name:</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div><div style="border-bottom: 1px solid black; width: 150px; text-align: center;">Adeena Wilcox <small>(Print Name)</small></div></div>							
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>							
Signature: Date: 12-18-24							
BOROUGH ATTORNEY USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved (Legal needs are met)</div><div>Borough Attorney:</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention</div><div style="border-bottom: 1px solid black; width: 150px; text-align: center;">Sean Kelly <small>(Print Name)</small></div></div>							
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>							
Signature: Date: 1-13-25							
RECORDS MANAGEMENT USE ONLY							
<div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 150px;"></div>Resolution Number</div><div><div style="border-bottom: 1px solid black; width: 150px;"></div>Records Management Software Updated</div></div> <div style="display: flex; justify-content: space-between;"><div><div style="border-bottom: 1px solid black; width: 150px;"></div>Date Approved by Assembly</div><div><div style="border-bottom: 1px solid black; width: 150px;"></div>Revised Retention Schedule Distributed</div></div>							
Comments: <div style="border-bottom: 1px solid black; height: 40px;"></div>	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">Robin Horne <small>(Print Name)</small></div>						
Signature: _____ Date: _____							